

**DUTY STATEMENT**

CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Energy Resources Specialist III (M)	<b>Position No.</b> 8100-4805-001
<b>CBID:</b> M10	<b>Office:</b> Supply Analysis/Admin
<b>Date Prepared:</b> March 7, 2019	<b>Division:</b> Energy Assessments
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**CONFLICT OF INTEREST STATEMENT**

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

The Energy Resources Specialist III (Managerial) (ERS III) is under the general direction of the Deputy Director of the Energy Assessments Division. The incumbent is responsible for planning, organizing, directing, and managing the staff, programs, and activities of the Supply Analysis Office (SAO). The ERS III advises the Deputy Director, Executive Director, and Energy Commissioners on a broad range of technical issues related to the electricity, natural gas, and transportation fuels supply systems including resources, market functions, modeling, and planning. In addition, the ERS III represents the Division and Energy Commission before various other state, federal, and local energy regulatory agencies, and regional, national, professional, and government bodies which significantly influence the state's policy with respect to the electricity system and market. Due to an expanded program workload and additional staffing, the EAD anticipates that the incumbent also will be working with the Deputy Director to implement changes in the division's organizational structure, including the SAO's, to better facilitate EAD's work activities.

**DUTIES AND RESPONSIBILITIES:**

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
40%	Plan, organize and direct the staff, products, and activities of the SAO. This includes managing the Energy Commission's electricity resources and market assessment program, distributed energy resource integration, natural gas program, and the transportation fuels data program; overseeing the staff, contracts, and products associated with these programs; preparing and monitoring office workplans, staffing plans, and budgets; facilitating open communication within the Office and between the Office and other parts of the Energy Commission and other agencies; communicating with representatives of the electricity, natural gas, and transportation industries and other agencies; facilitating a positive and professional work environment within the Office; and holding staff accountable for their products and performance. (E)
20%	Assist the Deputy Director and serve as a member of the Division's management team in establishing and implementing division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures. (E)
15%	Supervise the SAO supervisors and office secretaries. This responsibility includes ensuring that supervisors hire, train, coach, and evaluate staff to allow them to meet their expected responsibilities and develop their technical capabilities to the fullest. Ensure that the Energy Commission's quality standards are met in document production, and that office procedures are clearly articulated and followed. (E)

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10%	Represent the Energy Commission in presentations, briefings and meetings, and maintains high level liaison with utilities, other state and local governments, technical societies, and legislative staff. Work with representatives from other agencies on electricity system and natural gas related issues and develops and implements electricity and natural gas resource planning processes and policies. (E)
10%	Develop, advise and make recommendations to the Deputy Director, Executive Director, Energy Commissioners, and the Legislature regarding programs, policy issues, and legislative proposals on the state's electricity and natural gas resources and markets that impact California. Present information and assessment results to Energy Commission Committees, the full Energy Commission, Agency Secretaries, Governor's Office staff, Legislature, and other agencies. (E)
5%	Perform other duties as required consistent with the specifications of this classification. (M)

**WORKING CONDITIONS:** Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position. Travel is required to attend workshops, hearings and meetings. Additional hours beyond the eight-hour workday or forty-hour workweek may be required.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div>_____</div> <div>Employee Date</div> <div>Energy Resources Specialist III (M)</div>	<div>_____</div> <div>Siva Gunda Date</div> <div>Deputy Director</div>